

*Financial and Administrative Services Department
Purchasing Office
P. O. Box 1088, Austin, TX 78767
(512) 974-2500*

September 29, 2008

ROCKFORD BUSINESS INTERIORS
211 E Riverside Dr
Austin, TX 78704-1203
Attention: Christie Wade

Re: Purchase order #CT8200-08092602859
Purchase and installation of carpet tile.

Dear Christie:

The Austin City Council has approved the execution of a contract with your company for the above-referenced item as follows:

Responsible Department:	Convention Center
Department Contact Person:	Debora Anderson
Department Contact Email Address:	AndersonD@ci.austin.tx.us
Department Contact Telephone:	512-404.4058
Project Name:	Purchase and installation of carpet tile
Contractor Name:	Rockford Business Interiors
Contract Number:	#CT8200-08092602859
Contract Period:	N/A
Dollar Amount	\$150,000.00
Extension Options:	N/A
Requisition Number:	RQS8200-08061001802
Solicitation Number:	N/A
Agenda Item Number:	59
Council Approval Date:	09/25/2008

Attached is a copy of the fully executed contract.

Invoices shall be sent from ROCKFORD BUSINESS INTERIORS, 211 E Riverside Dr., Austin, TX 78704-1203. Please advise immediately if there is a discrepancy on the name or address since a non-match will affect the timely processing of your invoices.

Sincerely,



Mary Quintero-Herrera
Enclosure

xc: Debora Anderson, ACC